

Table Options

After you create a table, you may want to fine-tune its appearance. This document explains the following basic formatting options:

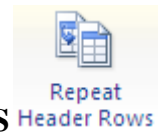
Creating Heading Rows

To identify the content of each column in a table, you may want to use the top row of your table as a heading row. To create a heading row, simply type the appropriate column heading in each cell across the top row and, if desired, use unique formatting to distinguish the text (e.g., bold or all caps).

Repeating Rows on Subsequent Pages

If your table spans more than one page, you may want to repeat the heading row(s) on each page of the table. This makes columns easier to identify.

1. Select the heading row(s) that you want to repeat



2. From the *Layout* tab, in the *Data* group, click **REPEAT HEADER ROWS**
HINT: To see the repeating heading rows, you need to switch to the *Print Layout* view. You can do this from the *View* tab, in the *Document Views* group.

Setting Margins

Just as with page margins, cell margins refer to the space around text in a table cell.

1. Select the table to which you would like to apply cell margins



Cell
Margins

2. From the *Layout* tab, in the *Alignment* group, click **CELL MARGINS** the *Table Options* dialog box appears.

Table Options ? X

Default cell margins

Top: 0" Left: 0.08"
Bottom: 0" Right: 0.08"

Default cell spacing

Allow spacing between cells 0"

Options

Automatically resize to fit contents

OK Cancel

3. Under *Default cell margins*, nudge or type the settings according to your needs
4. Click **OK**

Changing Table Position

Tables are automatically aligned to the left margin of the page. However, tables can also be positioned along the right margin, in the center, or set at a specific distance from the left margin. You can adjust table placement using the Table Properties dialog box or the indent option.

Changing Table Position: Table Properties Option

1. Select the table by clicking the **TABLE MOVE** handle $\#$ located near the table's upper left corner



Properties

From the *Layout* tab, in the *Table* group, click **TABLE PROPERTIES**

OR

Right click inside the table » select *Table Properties...*

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